

**Grants Coordination and School Support
Summer Food Service Program**



FIELD TRIP NOTIFICATION FORM

Please FAX to MDE at 517-373-4022. Approval of this request is contingent upon compliance with applicable federal regulations. Michigan Department of Education must receive this request form **not less than 24-hours** prior to the proposed implementation of the requested change(s). Requests that are not received in compliance with the 24-hour time frame mentioned above are subject to denial. **KEEP A COPY OF THIS FORM FOR YOUR RECORDS.**

Name of Sponsor _____

Agreement # _____

Date	Site Name	Meal(s) To Be Taken Off Site				Number Of Children	Meal Service at Regular Site Also?		Name & Address Where Meals Will Be Taken.
		B	L	Sn	S		Y	N	

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DIRECTIONS: **Date** - Enter date of field trip. **Site Name** - Enter name of site going on field trip. **Meals Taken Off Site** - Indicate whether the off site meal is Breakfast, Lunch, Snack or Supper. **Number of Children** - Enter the number of children going on field trip. **Service at Regular Site** - Indicate whether or not meals will also be served at the site during the requested field trip by circling **Y**(es) or **N**(o).

CERTIFICATION: In requesting permission for the above Meals to be taken **OFF-SITE**, I certify that all SFSP rules will be applied to all meals taken off site including complete meals being served during the approved time frames and a point of service meal count will be taken.

Signature: _____

Date _____



FIELD TRIP REQUEST FORM

This form is used to obtain approval from the Michigan Department of Education (MDE) for off-site meal services. Follow the directions on the form and datafax it to the MDE Field Office [at least 24 hours](#) before the field trip.

Unless prior notice is given, sites are expected to operate at the approved time and location. Meals served on field trips can be reimbursed if they fully meet the meal pattern requirements and if prior notice is requested 24 hours prior to the trip.

DO'S AND DON'T'S FOR FIELD TRIPS

DO submit a field trip notification form to the MDE SFSP Office at least 24 hours prior to the field trip.

DO have a SFSP trained employee along on field trips.

DO serve the required components in the required quantities for each meal.

DO keep meals at safe temperatures.

DO serve meals during the approved serving time.

DO take a point of service meal count.

DO complete the Field Trip Meal Count Form.

DON'T include the field trip meal count in with the site meal count.